

## **Terms of Reference / Short-term-expert (STE) Mid-term Review of Project Component**

### **Background**

DGRV – the German Cooperative and Raiffeisen Confederation is the national apex organization and top-level auditing confederation of the cooperative sector in Germany. Since more than 40 years, DGRV is also engaged in international development cooperation, at the request of the German Government. In more than 30 partner countries, DGRV provides consultancy and helps to develop cooperative systems and structures aiming at a sustainable development of the cooperative sector.

Cooperatives and their members represent ethical values such as honesty, transparency, social responsibility and mutual solidarity. The principles of self-help, self-administration and self-responsibility as introduced by F.W. Raiffeisen are of crucial importance.

### **Reason for the Review**

The DGRV is fostering the setup of an innovative training service for the Kenyan so-operative sector in collaboration with the State Department of Co-operatives. Through so-called “Co-operative Education Training and Information Centres” (CETICS) tailor-made training services for leaders and members of primary co-operatives (capacity building) are to be conceptualized and implemented. CETICs are independently registered membership organisations, comprising of primary co-operatives, actually working in two pilot-areas: in the counties of Narok and Kakamega. The DGRV is providing advisory service and start-up funding to CETIC.

Recently the Kenyan legislation regarding the co-operative sector (Co-operatives Act- Cap 490) is under parliamentary dispute and will be revised, entailing significant changes regarding the mandate and possible range of services of the mentioned CETICS.

Before adapting (1) the concept of CETICS - in view of the expectable reforms - and subsequently also before reshaping (2) the potential support provided by DGRV, it is necessary to assess the achievements during the past pilot-phase (since 2015), verify the theory of change of the CETIC approach, keep stakeholders updated on the project status and define changes, that might be required and appropriate to the budget and/or schedule of the support programme.

### **Goal**

The general objective of the review is to assess the achievements of CETICS in Narok and Kakamega so far and to contribute to further institutional development on this basis. The review pursues both an accountability and a learning function: (1) on the one hand, the existing funding and advisory services are to be reviewed; (2) on the other hand, the results are to be used to further develop tailor-made education, training and information services for primary co-operatives.

Specifically, the review should look at five central topics:

- **Benefits for** and performance of the **primary cooperatives** addressed by CETICs
- Institutional set-up and **performance** of CETICs as key players in the field of action 'education, training and information services' for primary cooperatives.
- **Governance** structures and processes relevant to CETICs
- The existing funding and advisory **services of DGRV** and local/national stakeholders
- Participatory formulation of concrete **proposals** for the adaptation of future support mechanisms

## Methodology

This review uses a theory-based approach in a mixed-methods design that includes the following elements:

- (1) quantitative elements
  - a. survey of selected cooperatives with and without staff trained at CETICs
  - b. portfolio analysis of services provided by the CETICs
  - c. portfolio analysis of services provided by DGRV
  - d. review of financial performance and sustainability
- (2) qualitative elements
  - a. interviews (preferably on-site, eventually, if feasible, also virtually) with local experts and stakeholders (county government executives, cooperative officials, etc.)
  - b. focus group interviews (e.g., cooperative members, trainers, etc.)
  - c. usability test of an exemplary training product
  - d. institutional performance check of the CETICs

## Products

1. Inception Report (5-7 pages) (English): The inception report is intended to provide information on how the ToR can be achieved and review questions can be answered. Necessary changes/specifications of review goals and questions identified during the preparatory phase are made in mutual agreement with the project.
2. Final report (max. 30 pages, English) by September 30<sup>th</sup> 2022: summary, introduction, review methodology, explanation of the analysis results, taking into account the ToRs and specific questions, conclusions and recommendations for possible project adjustments, appendices.
3. Power point presentation to summarize key elements of final report to be used for presenting review results to local stakeholders.

## Qualifications

- **Education/training:** University degree (Master) in Business Administration or related fields
- **Language:** Fluent knowledge of English; German and Swahili would be an asset
- **Proven Professional experience:**
  - Five years' experience in field research and institutional analysis in African rural contexts
  - Five years' experience in adult education and training for capacity development of grassroot-organizations

- Basic knowledge of common programme management methods (TOC, PCM, Multilevel-Approach, etc.)
- Knowledge of policy, institutional and regulatory frameworks of cooperativism would be an asset
- **Development cooperation (DC) experience:** Ten years of experience in DC
- **Other Skills:** Excellent communication, writing and analytical skills

### **Tentative Schedule / Duration**

- Desk review phase including virtual conversations with project members from 29<sup>th</sup> August to 2<sup>nd</sup> September 2022
- Submission of inception report on 5<sup>th</sup> September 2022, review and approval of inception report from 6<sup>th</sup> – 9<sup>th</sup> September 2022
- On-site interviews and meetings in Kakamega County from 12<sup>th</sup> – 14<sup>th</sup> September and in Narok County from 15<sup>th</sup> -17<sup>th</sup> September 2022
- Submission of final report and final report ppt on 30<sup>th</sup> September 2022

### **Coordination of the Assignment**

Country Office at German-Kenyan-Cooperative-Development, Nairobi/Kenya and Department for International Relations of DGRV in Bonn/Germany

### **Application Deadline**

15<sup>th</sup> of July 2022

Please submit your latest CV to [bewerbung.international@dgrv.de](mailto:bewerbung.international@dgrv.de)

Please note that only shortlisted candidates will be contacted.

DGRV – Deutscher Genossenschafts- und Raiffeisenverband e.V.

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For further questions please contact Mr. Ulrich Fechter, Africa-Team, ([fechter@dgrv.de](mailto:fechter@dgrv.de), Tel. 0228-8861-339

We inform you about our handling of your personal data and your rights according to DSGVO in our

<https://dgrv.de/pdf/dsh.pdf> Please note that unencrypted e-mail communication via the public data network is always subject to the danger of unauthorised access and always send us confidential content only in encrypted or password-protected form.